



TRAVEL COST COMPARISON WORKSHEET

Use this worksheet to show the constructed cost (the normal cost for official travel per FTR and agency policy) for official TDY travel only. Look up the contract fare in GovTrip or on GSA's city pair airfare website (<http://apps.fss.gsa.gov/citypairs/search/>) and do a screen print of the flight info and attach this worksheet and the flight screen print to the authorization in the Receipts section in GovTrip.

Traveler Name:		Authorization Name:		Travel Dates:	
TRANSPORTATION COSTS					
AIR FARE: (Use GovTrip or contact your TMC for Government contract city pair fares)					
Departure Date:	Flight No:	Departure City:	Dep. Time:	Arrival City:	Arr. Time:
Departure Date:	Flight No:	Departure City:	Dep. Time:	Arrival City:	Arr. Time:
AIR FARE – ROUND-TRIP TOTAL:				\$ _____	
GROUND TRANSPORTATION:					
Transportation To/From Point of Origin -- (From/To Official Duty Station or Residence to Common Carrier):					
If taxi had been used:			\$ _____		
If POV had been used:					
Miles round trip		_____ @ \$ _____ cents/mile	\$ _____		
Parking – No. of Days		_____ @ \$ _____ per day	\$ _____		
Note: Per the FTR, the total cost of mileage and parking may not exceed estimated cost of taxi fare to and from the airport.					
Transportation To/From Point of Departure -- (To/From Common Carrier to Temporary Duty Station):					
If taxi had been used:			\$ _____		
If rental car had been used:					
No. of Days		_____ @ \$ _____ per day	\$ _____		
If other public transportation had been available (shuttles, buses, etc.):			\$ _____		
GROUND TRANSPORTATION TOTAL:				\$ _____	
OTHER TRAVEL:					
Other Modes of Travel (Rail, commuter planes, buses, etc.):				\$ _____	
TOTAL TRANSPORTATION COSTS:				\$ _____	
PER DIEM COSTS					
M&IE:	No. of Days	_____ @ \$ _____ per day	\$ _____		
Lodging:	No. of Days	_____ @ \$ _____ per day	\$ _____		
TOTAL PER DIEM COSTS:				\$ _____	
MISCELLANEOUS EXPENSES					
General Expenses (lodging taxes, etc.), Fees to Obtain Money, and Special Expenses of Foreign Travel:				\$ _____	
TOTAL MISCELLANEOUS EXPENSES:				\$ _____	
REIMBURSABLE AMOUNT					
Total Constructed Cost of Transportation, Per Diem, and Misc. Expenses (above):				\$ _____	
<i>Trip cost reimbursement is limited to the official travel amount (shown here).</i> If the actual expense amount on the voucher is less than the amount shown here, nothing more needs to be done. However, if the actual expense amount on the voucher is greater than the amount shown here, the transportation expense on the voucher will need to be adjusted to the amount shown here.					